

## QUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

204

PAGE  
NO.

1.

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF PREVENTIVE MEDICINE

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. GENERAL CORRESPONDENCE

Quantity: 10 drawers active, 3 transfiles inactive (20 cubic feet)

Dates: 1924 - -

Annual Accumulations: 1 cubic foot

File Arrangement: Subject and alphabetical therein

Disposable Amount: 15 cubic feet

Correspondence concerned with the functions of the Bureau. It is with Federal, State, local and other state agencies, hospitals, physicians, professional and civic organizations, dentists, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature *Edward W. Gannon, M.D.*

Signature

Title *Chief, Bur. of Preventive Medicine*

Title

Date *11/16/55*

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.Date *12/8/55*

Date

Archivist *Morris S. Radloff*

Archivist

Date *DEC 13 1955*

Date

Secretary *J. Melus*

Secretary